STTR Phase I Proposal Check List

☐   Start Early (It is recommended to submit your proposal 1-2 days prior to the deadline date).

☐ Review Program Specifications (http://www.nsf.gov/eng/iip/sbir/program_reqs.jsp)

☐ Read and Review Solicitation Requirements

☐ Project Summary – contains all the required parts (one paragraph for technical merits and one paragraph for broader impacts/commercial potential and does not exceed 1 page.

☐ Project Description – contains all the required parts and does not exceed 15 pages. (Reference solicitation sections A.9. – A.9.9.4.)

☐ References Cited Module: Provide a reasonable (1-2 pages) of current papers, patents, etc. that can show that you have done a thorough job at researching the state of the technology.

☐ Biographical Sketches Module: Provide 1-2 page bios on all "key" contributors to the project; this includes consultants and subawardees.

☐ Budget Module (includes budget justification): Provide line by line documentation on budgeted items. Upload consultant statement(s) into the budget justification; ensuring that the statement clearly states number of days and the maximum consultant rate (not to exceed $600 per day).

☐ Current and Pending Support Module: Make sure you list all the current projects and potential projects (pending proposals for funding) for all key members of the project.

☐ Facilities, Equipment and Other Resources Module (see web site for info)

Supplementary Documents Module

     ☐ Cooperative Research Agreement
     ☐ Letter(s) of support for technology (if applicable)
     ☐ Company Commercialization History Uploaded (if applicable)
     ☐ Letter(s) regarding human subjects Institutional Review Board or
          IACUC approval of animal use. Uploaded (if applicable)
     ☐ Post Doc Mentoring Plan (if applicable)

☐ Prepare Documents (it is highly recommended to convert all files to PDF and then upload the PDF files to FastLane).

☐ Submitted by 5:00 P.M. (submitter's time)